

SERVICES BEING PROVIDED BY EDISHA / ANTYODAYA SARAL KENDRA

Sub Divisional Offices: Sirsa, Dabwali, Ellenabad, Kalanwali.
Tehsils: Sirsa, Dabwali, Ellenabad, Rania, Kalanwali, Nathusari Chopta.
Sub Tehsil: Goriwala.

EDISHA / ANTYODAYA SARAL KENDRA SIRSA



EDISHA / ANTYODAYA SARAL KENDRA SIRSA



EDISHA / ANTYODAYA SARAL KENDRA DABWALI



EDISHA / ANTYODAYA SARAL KENDRA ELLENABAD



EDISHA / ANTYODAYA SARAL KENDRA KALANWALI



EDISHA / ANTYODAYA SARAL KENDRA GORIWALA



EDISHA / ANTYODAYA SARAL KENDRA NATHUSARI CHOPTA

Learner Driving License

Eligibility: Any citizen who has attained 18 years of age

Designated Officer: Sub Divisional Officer (Civil)

Procedure:

Sr. No.	Steps	Description	
		Facilitated	Self
1	File Preparation	Applicant should visit the facilitation center or ASK, to have an operator fill in the prescribed forms online. Attach all required documents to the printed form provided by the Facilitation Desk or ASK.	Applicant should fill the prescribed form(s) on the Parivahan website, pay fees and book a slot for STALL test. Applicant should print the filled form and attach all required documents
2	File Verification	Applicants to have their files physically verified by an RLA clerk. A deficiency slip to be given to citizen if the file is rejected; this slip should contain the clear reason for rejection and guide the citizen on how it can be corrected	
3	File Submission	Applicant should submit file at the counter along with on-the-spot photograph, payment of fees and booking slot for stall test (If not already booked/paid)	
4	Stall Test	Applicant has to appear for Stall Test at the centre during his/her slot. Result will be conveyed at the same time. If Applicant fails the test, he/she would have to book the slot again at the counter and reappear for the test until cleared. On passing, the license will be sent through speed post	
5	Document Delivery	If applicant passes the test, they will be able to download and print their Learners License.	

Forms Required:

- Form 2 (CMVR)

Documents Required:

- 3 copies of passport size colour photograph
- Proof of Age
 - Documents accepted under Proof of Age:
 - Passport – Passport serves as both Age and Residence proof
 - Electoral Role / Voter ID
 - Birth Certificate
 - Driving License
 - Aadhar
 - Employers certificate in case of Central Govt/ State Govt/ Local Bodies supported by attested copy of ID card
- Proof of Residence
- Consent of parent in case of minor

Documents accepted under Proof of Residence:

- Passport - Passport serves as both Age and Residence proof

- Electoral Role / Voter ID
- Proof of legal presence in India in addition to proof of residence in case of foreigners
- Electricity/ Telephone/ Water Charges Bill
- Certificate of registration in case of firm or company
- Certificate issued by Principal of educational institution in case of students residing in hostel
- Rent deed / Rent agreement
- House allotment letter issued by government department
- Employers certificate in case of Central Govt/ State Govt/ Local Bodies/ Pvt Ltd. Company supported by attested copy of ID card

Permanent Driving License

Eligibility: Citizens holding learning license

Designated Officer: Sub Divisional Officer (Civil)

Procedure:

Sr. No.	Steps	Description	
		Facilitated	Self
1	File Preparation	Applicant should visit the facilitation center or ASK, to have an operator fill in the prescribed forms online. Attach all required documents to the printed form provided by the Facilitation Desk or ASK.	Applicant should fill the prescribed form(s) on the Parivahan website, pay fees and book a slot for driving test. Applicant should print the filled form and attach all required documents
2	File Verification	Applicants to have their files physically verified by an RLA clerk. A deficiency slip to be given to citizen if the file is rejected; this slip should contain the clear reason for rejection and guide the citizen on how it can be corrected	
3	File Submission	Applicant should submit file at the counter payment of fees and booking slot for driving test, if not already paid or/and booked	
4	Driving Test	Applicant has to appear for driving test at the test centre during his/her slot. Result will be conveyed at the same time. Applicant will be tested on criteria mentioned in Annexure 1 . If Applicant fails the test, he/she would have to book the slot again online or at the counter and reappear for the test until cleared. On passing, the license will be sent through speed post	
5	Document Delivery	If applicant, passes the Driving Test, Permanent Driving License will be sent to the Applicant through speed post system. The tracking ID will be messaged on dispatch within 7 days*	

Forms Required:

- Form 4
- Form 6 (License issued in Form 6)
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Documents required:

- Effective Learners License where class of vehicle is same as being applied in DL

	<ul style="list-style-type: none"> 3 copies of recent passport size colour photographs <p>* days after passing the driving test for preparing permanent Driving License as per notification by Right to Service Commission of Haryana</p>
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Duplicate Driving License, if original is mutilated or lost/stolen

Eligibility: Citizens holding a permanent Driving License

Designated Officer: Sub Divisional Officer (Civil)

Procedure:

Sr. No.	Steps	Description	
		Facilitated	Self
1	Application	Applicant should get a Daily Diary Register report filed at the Police Station (if DL was lost or stolen or mutilated DL)	
2	File Preparation	Applicant should visit the facilitation center or ASK, to have an operator fill in the prescribed forms online. Attach all required documents to the printed form provided by the Facilitation Desk or ASK.	Applicant should fill the prescribed form(s) on the Parivahan website, pay fees. Applicant should print the filled form and attach all required documents.
3	File Verification	Applicants to have their files physically verified by an RLA clerk. A deficiency slip to be given to citizen if the file is rejected; this slip should contain the clear reason for rejection and guide the citizen on how it can be corrected	
4	File Submission	Applicant should submit file at the counter along with payment of fees, if not already paid.	
5	Document Delivery	The certificate will be sent to the Applicant through speed post system. A tracking ID will be messaged on dispatch within 7 days*	

Forms Required:

- Form HR No. 1

Documents required:

- Mutilated DL or Daily Diary Report (in case of loss/theft)
- 2 copies the applicant's recent passport size colour photograph

*7 working days for preparing Duplicate Driving License as per notification by Right to Service Commission of Haryana

Renewal of Driving License

Eligibility: Citizen holding a permanent Driving License

Designated Officer: Sub Divisional Officer (Civil)

Procedure:

Sr. No.	Steps	Description	
		Facilitated	Self

	1	File Preparation	Applicant should visit the facilitation center or ASK, to have an operator fill in the prescribed forms online. Attach all required documents to the printed form provided by the Facilitation Desk or ASK.	Applicant should fill the prescribed form(s) on the Parivahan website and pay fees. Applicant should print the filled form and attach all required documents.										
	2	Medical Test	Applicant should submit medical certificate from Medical Officer or Government hospital/dispensary or of a Primary Health Centre, or registered medical practitioner having Bachelor of Medicine and Bachelor of Surgery (M.B.B.S.) degree.											
	3	File Verification	Applicants to have their files physically verified by an RLA clerk. A deficiency slip to be given to citizen if the file is rejected; this slip should contain the clear reason for rejection and guide the citizen on how it can be corrected											
	4	File Submission	Applicant should submit file at the counter along with payment of fees and on-the-spot photograph, if not already paid											
	5	Document Delivery	The certificate will be sent to the Applicant through speed post system. A tracking ID will be messaged on dispatch within 7 days*											
<p>Forms Required:</p> <ul style="list-style-type: none"> Form 9 <p>Documents Required:</p> <ul style="list-style-type: none"> Driving license held by the applicant Three copies of the applicant's recent passport size colour photograph Self-declaration about physical fitness in Form 1 (if the applicant < 50 years of age) Medical certificate in Form 1A (if the applicant > 50 years of age or the application is for transport vehicle) <p>*7 working days for Renewal of Driving License as per notification by Right to Service Commission of Haryana</p>														
Endorsement of New Class in Driving License		<p>Eligibility: Citizen holding a permanent Driving License (Citizen has to follow the same procedure as in case of new learner licence for addition of new class).</p> <p>Designated Officer: Sub Divisional Officer (Civil)</p> <p>Procedure:</p> <table border="1"> <thead> <tr> <th rowspan="2">Sr. No.</th> <th rowspan="2">Steps</th> <th colspan="2">Description</th> </tr> <tr> <th>Facilitated</th> <th>Self</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>File Preparation</td> <td>Applicant should visit the facilitation center or ASK, to have an operator fill in the</td> <td>Applicant should fill the prescribed form(s) on the Parivahan website, pay fees</td> </tr> </tbody> </table>			Sr. No.	Steps	Description		Facilitated	Self	1	File Preparation	Applicant should visit the facilitation center or ASK, to have an operator fill in the	Applicant should fill the prescribed form(s) on the Parivahan website, pay fees
Sr. No.	Steps	Description												
		Facilitated	Self											
1	File Preparation	Applicant should visit the facilitation center or ASK, to have an operator fill in the	Applicant should fill the prescribed form(s) on the Parivahan website, pay fees											

		prescribed forms online. Attach all required documents to the printed form provided by the Facilitation Desk or ASK.	and book a slot for driving test. Applicant should print the filled form and attach all required documents
2	File Verification	Applicants to have their files physically verified by an RLA. A deficiency slip to be given to applicant if the file is rejected; this slip should contain the clear reason for rejection and guide the applicant on how it can be corrected	
3	File Submission	Applicant should submit file at the counter. Applicant should pay required fees and book slot for driving test (if not already done)	
4	Driving Test	Applicant has to appear for driving test at the test centre during his/her slot. Result will be conveyed at the same time. Applicant will be tested on criteria mentioned in Annexure 1 . If applicant fails the test, he/she would have to book the slot again online or at the counter and reappear for the test until cleared.	
5	Document Delivery	The certificate will be sent to the Applicant through speed post system. A tracking ID will be messaged on dispatch within 7 days.	

Forms Required:

- Form 8
- Form 5 (driving certificate in, in case of application for addition of a transport vehicle)

Documents required:

- Effective learner's license and driving license held by the applicant

Registration of a new motor vehicle

Eligibility: Any vehicle owner purchasing a new vehicle from dealer

Place of Service: Dealer Agency

Designated Officer: Sub Divisional Officer (Civil)

Procedure:

Sr. No	Steps	Description
1	Vehicle Purchase	Buy a new vehicle from dealer
2	File Preparation and Submission	Prescribed form and required documents to be submitted at dealer point along with payment of all taxes
3	Vehicle Delivery	Temporary Number will be issued by the dealer along with the car on payment of fees by applicant, if the vehicle is sold out of the authority's jurisdiction.
4	HSRP Collection	High Security Registration Plate (HSRP) will be issued on payment of fees

5	Document Delivery	Registration Certificate will be sent to the applicant through authorised dealer/through speed-post within 7 days* as the case may be.
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Forms Required:

- Form 20 (Application)
- Form 21 (Sale Certificate) (Original sale certificate from the concerned authorities in Form 21 in case of ex-army vehicles)
- Form 22 (Road Worthiness Certificate from Manufacturer) / Form 22-A (from Body Builder)
- Form 34 (in the case of vehicle subject to an agreement of hire purchase/ lease/ hypothecation)

Documents required:

- Valid Insurance Certificate
- Proof of Citizenship**
- Proof of Residence***
- Invoice showing the cost of vehicle (duplicate)
- Form No. 60 or PAN Card (2 attested copies)
- Custom's clearance certificate (In case of imported vehicles)
- Self-affidavit certifying that the vehicle will not be used as transport vehicle (in case of agricultural tractors)
- NOC from Excise & taxation Department (In case vehicle has been purchased from any other state)

*7 days for preparing Registration Certificate as per notification by Right to Service Commission of Haryana

** Documents accepted under Proof of Citizenship (Only in case of foreigners):

- Passport
- Letter from embassy on the local address

***Documents accepted under Proof of Residence:

- Passport - Passport serves as both Age and Residence proof
- Electoral Role / Voter ID
- Proof of legal presence in India in addition to proof of residence in case of foreigners (
- Electricity/ Telephone/ Water Charges Bill
- Certificate of registration in case of firm or company
- Certificate issued by Principal of educational institution in case of students residing in hostel
- Rent deed / Rent agreement
- House allotment letter issued by government department
- Employers certificate in case of Central Govt/ State Govt/ Local Bodies/ Pvt Ltd. Company supported by attested copy of ID card
- Employers certificate in case of Central Govt/ State Govt/ Local Bodies supported by attested copy of ID card

Duplicate Registration Certificate, if original is	Eligibility: Any vehicle owner whose vehicle is registered and possessing RC		
	Designated Officer: Sub Divisional Officer (Civil)		
	Procedure:		
Sr. No.	Steps	Description	
		Facilitated	Self

mutilated or lost/stolen	1	Application	Applicant should get a Daily Diary Register report filed at the Police Station (if RC was lost or stolen or mutilated DL)	
	2	File Preparation	Applicant should visit the facilitation center or ASK, to have an operator fill in the prescribed forms online. Attach all required documents to the printed form provided by the Facilitation Desk or ASK.	Applicant should fill the prescribed form(s) on the Parivahan website and pay fees. Applicant should print the filled form and attach all required documents.
	3	File Verification	Applicants to have their files physically verified by an RLA. A deficiency slip to be given to citizen if the file is rejected; this slip should contain the clear reason for rejection and guide the citizen on how it can be corrected	
	4	File Submission	Applicant should submit file at the counter along with payment of fees (it not already paid)	
	5	Document Delivery	The certificate will be sent to the Applicant through speed post system. A tracking ID will be messaged on dispatch within 7 days	

Forms Required:

- Form 26
- Form 34 (in the case of vehicle subject to an agreement of hire purchase/lease/hypothecation Fees/Charges to be paid to get the service)

Documents Required:

- Mutilated RC or Daily Diary Report (in case of loss/theft)

Registration of vehicle coming from other States to Haryana	Eligibility: Any vehicle owner bringing his/her vehicle from another State into Haryana (vehicle will be required to be re-registered if retained more than 12 months).		
	Designated Officer: Sub Divisional Officer (Civil)		
	Procedure involved to avail this service:		
	Sr. No.	Steps	Description
			Facilitated Self
	1	Obtain NOC	Applicant should obtain NOC from the parent transport body of the previous state
	2	File Preparation	Applicant should visit the facilitation center or ASK, to have an operator fill in the prescribed forms online. Attach all required documents to the printed form provided by the Facilitation Desk or ASK.
			Applicant should fill the prescribed form(s) on the Parivahan website and pay fees. Applicant should print the filled form and attach all required documents

		Facilitation Desk or ASK.	
3	File Verification	Applicants to have their files physically verified by an RLA clerk. A deficiency slip to be given to citizen if the file is rejected; this slip should contain the clear reason for rejection and guide the citizen on how it can be corrected	
4	File Submission	Applicant should submit file at the counter along with payment of fees (If not already paid) and on-the-spot photograph	
5	Document Delivery	The certificate will be sent to the Applicant through speed post system. The following message will be sent by Authority "Your RC/DL approved and will be delivered within 7 days".	

Forms Required:

- Form 20 (Application)
- Form 21 (Sale Certificate) (Original sale certificate from the concerned authorities in Form 21 in case of ex-army vehicles)
- Form 22 (Road Worthiness Certificate from Manufacturer) / Form 22-A (from Body Builder)

Documents Required:

- NOC from the RLA previous state
- NOC from Excise & Taxation Department
- Valid Insurance Certificate
- Proof of Citizenship*
- Proof of Residence**
- Invoice showing the cost of vehicle (duplicate)
- Form No. 60 or PAN Card (2 attested copies)

*** Documents accepted under Proof of Citizenship (Only in case of foreigners):**

- Passport
- Letter from embassy on the local address

****Documents accepted under Proof of Residence:**

- Passport - Passport serves as both Age and Residence proof
- Electoral Role / Voter ID
- Proof of legal presence in India in addition to proof of residence in case of foreigners
- Electricity/ Telephone/ Water Charges Bill
- Certificate of registration in case of firm or company
- Certificate issued by Principal of educational institution in case of students residing in hostel
- Rent deed / Rent agreement
- House allotment letter issued by government department
- Employers certificate in case of Central Govt/ State Govt/ Local Bodies/ Pvt Ltd. Company supported by attested copy of ID card

Issuance of No Objection Certificate for

Eligibility: Any vehicle owner taking his/her vehicle from Haryana to another state

Designated Officer: Sub Divisional Officer (Civil)

Procedure:

registration of vehicle in another State	Sr. No.	Steps	Description	
			Facilitated	Self
	1	File Preparation	Applicant should visit the facilitation center or ASK, to have an operator fill in the prescribed forms online. Attach all required documents to the printed form provided by the Facilitation Desk or ASK.	Applicant should fill the prescribed form(s) on the Parivahan website and pay fees. Applicant should print the filled form and attach all required documents.
	2	File Verification	Applicants to have their files physically verified by an RLA clerk. A deficiency slip to be given to citizen if the file is rejected; this slip should contain the clear reason for rejection and guide the citizen on how it can be corrected.	
	3	File Submission	Applicant should submit file at the counter along with on-the-spot photograph, payment of fees and booking slot for stall test (If not already booked/paid).	
4	Delivery Document	The certificate will be sent to the Applicant through speed post system. A tracking ID will be messaged on dispatch within 7 days*.		
	<p>Form Required:</p> <ul style="list-style-type: none"> ● Form 28 ● Form 34 (in the case of vehicle subject to an agreement of hire purchase/lease/hypothecation) <p>Documents Required:</p> <ul style="list-style-type: none"> ● Registration Certificate ● Insurance Certificate ● Evidence of payment of road tax up-to date (Where no tax is payable for a certain period, a certificate from the tax collecting authority that no tax is due from the vehicle for the said period) <p>*7 working days for preparing NOC as per notification by Right to Service Commission of Haryana</p>			
Transfer of Ownership of vehicle	Designated Officer: Sub Divisional Officer (Civil)			
	Procedure:			
	Sr. No.	Steps	Description	
		Facilitated	Self	
1	File Preparation	Applicant should visit the facilitation center or ASK, to have an operator fill in the prescribed forms online. Attach all required documents to the printed form provided by the	Applicant should fill the prescribed form(s) on the Parivahan website, pay fees. Applicant should print the filled form and attach all required documents.	

			Facilitation Desk or ASK.
	2	File Verification	Applicants to have their files physically verified by an RLA clerk. A deficiency slip to be given to citizen if the file is rejected; this slip should contain the clear reason for rejection and guide the citizen on how it can be corrected.
	3	File Submission	Applicant should submit file at the counter along with payment of fees (If not already paid) and on-the-spot photograph.
	4	Document Delivery	The certificate will be sent to the Applicant through speed post system. A tracking ID will be messaged on dispatch within 7 days*
	<p>Forms Required:</p> <ul style="list-style-type: none"> ● Form 29 ● Form 30 ● Form 28 (if vehicle transferred from outside state) ● Form 34 (in the case of vehicle subject to an agreement of hire purchase/ lease/ hypothecation) <p>Documents Required:</p> <ul style="list-style-type: none"> ● Proof of Residence of transferee (in whose name it is being transferred)** ● Registration Certificate ● Insurance Certificate <p>*7 days for preparing Transfer of Ownership certificate as per notification by Right to Service Commission of Haryana</p> <p>** Documents accepted under Proof of Residence:</p> <ul style="list-style-type: none"> ● Passport - Passport serves as both Age and Residence proof ● Electoral Role / Voter ID ● Proof of legal presence in India in addition to proof of residence in case of foreigners (● Electricity/ Telephone/ Water Charges Bill ● Certificate of registration in case of firm or company ● Certificate issued by Principal of educational institution in case of students residing in hostel ● Rent deed / Rent agreement ● House allotment letter issued by government department ● Employers certificate in case of Central Govt/ State Govt/ Local Bodies/ Pvt Ltd. Company supported by attested copy of ID card 		
Land Records Nakal	Application Will Tell The Tehsildar Name, Village Names, Khasra No., Khewat No., Owner Name & Father Name To The Concerned		
Passport	Duly Filled Passport Application(Form No. 1), 2 Photo Copies Of Ration Card, 2 Photo Copies Of D.O.B.(10th), In case Of Birth After 26-01-1989 Annexurel(H) Is Required Annexure B/C Is Compulsory For Government Servent, Seven Photographs, For Renewal Two Photo Copies Of First Four & Last Four Pages Of Passport		
Income Certificate	Application, Report: Sarpanch & Patwari/M.C. & Secratory, Tehsildar, Ration card, Affidavit		
Character	2 Character Certificate Performa, Application, Report: SHO,SDM, Ration Card, Affidavit		

Certificate	
Arm Licence (Renewal)	Original Licence, Application, 2 Copies Of Police Report Performa, Affidavit
Arm Licence (Addition/Deletion)	Original Licence, Application, Bill/Certificate
Arm Licence (Duplicate)	FIR/Licence, Application, Affidavit
Arm Licence (P.P. Extention)	Original Licence, Application